



## Family Fun Night Volunteer Package

### Station: Baked Goods

<b>Contacts:</b>	<b>Name</b>	<b>Phone Number</b>	<b>Potential Contact Reasons</b>
<b>Station Lead</b>			Any Questions about your Station
<b>Volunteer Lead</b>	Zubair	403-796-4840	General Volunteer Questions
<b>Certified Food Handler</b>	Chris	403-891-0129	Questions about Safe Food Handling, Report of illness from Food, Food handling complaint, Arrival of a Food Inspector, etc.
<b>First Aid</b>	Tavis Roman Charlotte Kevin	403-660-6135 587-433-7353 403-978-5194 403-401-0344	First Aid, injuries, bee stings, etc.  If serious in nature - Call 911 then call Tavis
<b>Emergency #1</b>	Yana	403-993-7287	Unruly Patrons, Safety Issues, Criminal Activity, etc.  If serious in nature - Call 911 then call Yana or Chris
<b>Emergency #2</b>	Chris	403-891-0129	Unruly Patrons, Safety Issues, Criminal Activity, etc.  If serious in nature - Call 911 then call Yana or Chris

## General Volunteer Information

Thank you for volunteering your time at the NHCA's Family Fun Night. Events like these could not happen without our amazing volunteers.

- Face Masks are required for all NHCA Staff and Volunteers, and one will be provided for you.
  - Exceptions will be made for medical reasons.
- Hand sanitizer will be provided at all stations
- **If you see something – do something**  
You are empowered to act. If you see an unsafe practice or situation, correct it or call someone to correct it. Examples:
  - If you see a mess – Pick it up
  - If you see someone without a covid-screening wristband – Ask them to go to a screening station
  - If you see something blocking the flow of guests – Move it
  - If you see a tripping Hazard – Correct it

## NHCA Overview

The Northern Hills Community Association (NHCA) is a grassroots, volunteer-based organization on a mission to enhance the quality of life of its residents by enriching and empowering our diverse communities through advocacy, education, and provision of opportunities for engagement. NHCA serves over 57,000 residents in five communities in North Central Calgary: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills and Panorama Hills.

Through strong relationships and partnerships with local organizations, elected representatives, and dedicated volunteers we are providing a palette of services and programming to positively impact social issues through:

- Sport programming
- Community news
- Senior activities
- New immigrant resources
- Art projects and programs
- Community gardens
- Social support
- Family and youth events
- Advocacy
- Community development
- Public parks and playground projects
- Local business events and supports
- and much more
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## Volunteer T-shirt Pick up and Return

All volunteers will be provided a T-shirt to wear during their shift. You are absolutely welcome to keep your shirt! If you choose not to keep it, please return the shirt to the Used Shirt Receptacle at NHCA Booth at the end of your shift.

## Volunteer Snacks

Get your volunteer snack/drink tickets from NHCA Booth – Ask for Zubair

3 hours or more	Hot Dog, Chips, Drink and Snack Tickets
Less than 3 hours	Drink and Snack Tickets

## Station Hours

Station	Open	Close
<b>Overall Event (Traffic)</b>	5:00 pm	After Movie
<b>Ticket Station 1</b>	5:00 pm	8:20 pm
<b>Ticket Station 2</b>	5:00 pm	8:20 pm
<b>Ticket Station 3</b>	5:00 pm	10:00 pm
<b>Raffle Sales</b>	5:00 pm	8:00 pm
<b>BBQ Station</b>	5:00 pm	8:00 pm
<b>Popcorn Station</b>	5:00 pm	10:00 pm
<b>Cotton Candy</b>	5:00 pm	10:00 pm
<b>Baked Goods</b>	5:00 pm	10:00 pm
<b>Iced Treats</b>	5:00 pm	10:00 pm

Station	Open	Close
<b>Henna</b>	5:00 pm	8:00 pm
<b>Face Painting</b>	5:00 pm	8:00 pm
<b>First Aid</b>	5:00 pm	After Movie
<b>Photo Booth</b>	5:00 pm	10:00 pm
<b>Market</b>	5:00 pm	8:00 pm
<b>Sports Activities</b>	5:00 pm	8:00 pm
<b>Carnival Games</b>	5:00 pm	8:00 pm
<b>NHCA Booth</b>	5:00 pm	8:00 pm
<b>Drinks</b>	5:00 pm	10:00 pm
<b>All other Areas</b>	5:00 pm	8:00 pm

## Notable Times

<b>Door Prize Draw 1</b>	6:00 pm
<b>Door Prize Draw 2</b>	7:00 pm
<b>Door Prize Draw 3</b>	8:00 pm
<b>Door Prize Draw 4</b>	After the Movie
<b>Movie Pre-show</b>	8:00 pm
<b>Raffle Draw &amp; Sponsor Announcements</b>	8:15 pm
<b>Movie</b>	8:30 pm

## Event Maps

See Map section at end of this package

## Food Prices/Ticket Colors

### Individual Prices

Items	Price	Ticket Color
Hot Dog	\$3.00	Green
Chips	\$1.00	Pink
Drink	\$2.00	Blue
Cotton Candy	\$2.00	White
Popcorn	\$1.00	Orange
Iced Treats (2)	\$1.00	Orange
Cookies (2)	\$1.00	Orange
Raffle 1 for \$2	\$2.00	Yellow
Raffle 3 for \$5	\$5.00	Red

## TICKET COMBOS

**Dinner for 1** .....\$7.00

Hot Dog, Chips, Drink, 1 Popcorn/ 2 Frozen

Treats / 2 Cookies

**Member Price \$6.00**

**Family Movie Night** .....\$16.00

4 Popcorn, 4 Drinks, 8 Cookies

**Member Price \$15.00**

**Dinner for 4** .....\$30.00

4 Hot Dogs, 4 Chip Bags, 4 Drinks, 2 Cotton Candy,

1 Popcorn / 2 Frozen Treats / 2 Cookies

**Member Price \$28.00**

**Sweet Tooth** .....\$5.00

Cotton Candy, Popcorn, 2 Frozen Treats,

2 Cookies

**Member Price \$4.00**

**Epic Dinner for 1** .....\$16.00

Hot Dog, Chips, Drink, Cotton Candy,

Popcorn, 2 Frozen Treats, 2 Cookies

**Member Price \$15.00**

**Epic Dinner for 4** .....\$49.00

4 Hot Dogs, 4 Chip Bags, 4 Drinks, 4 Cotton Candy, 4

Popcorn, 8 Frozen Treats , 8 Cookies, Raffle 3 for \$5

**Member Price \$45.00**

## Station Specifics

### Overview

The booth only accepts Orange Tickets.

1 ticket = 2 baked items (cupcakes or cookies)

Please keep the Station as clean as possible

### Hours

<b>Baked Goods</b>	<b>5:00 pm</b>	<b>10:00 pm</b>
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### Set up

Ensure the following items are at your station:

- Ticket container
- 1 Table
- 1 Tablecloth
- 2 chairs
- Hand Sanitizer
- Paper Towel
- Gloves
- Baked Goods Sign
- Napkins
- Container for Napkins
- Cookies
- Cupcakes
- 3 Tongs
- Containers for Cookie and Cupcake displays

### Station Layout

- Clothed table is at the front holding:
  - Sign
  - Ticket Container
  - Hand Sanitizer
  - Gloves
  - Extra supplies can be stored under Table
  - Paper Towel
  - Napkins
  - Container for Napkins
  - Cookies and cupcakes layout in containers
  - 3 Tongs



### Operations

- Volunteers exchange Orange Tickets for Baked Goods
  - Customer gives 1 Orange Ticket

- “The Seller” lays a napkin out and used tongs to place the customers 2 selections on the napkin
  - Customer takes napkin with treats
  - “The Seller” places Ticket in Ticket Collection container
- Volunteers replenish baked goods as required

### Transition to Movie Location

Around 8 pm, the Baked Goods station will move under the BBQ tents. Take all supplies, and signage. Leave Tables behind. Your station Lead will tell you when it is time to move

### Shut down

- Your station Lead will tell you when it is time to shutdown
- Return all items to the designated area as directed by your station lead
- Clean baked good display containers